

~~SECRET~~

25X1A9a

CIA ARCHIVES AND RECORDS CENTER

1 April 1968

MEMORANDUM FOR: CIA Records Administration Officer *89B*  
SUBJECT : Methods Used in Creation of Permanent Records

1. Section 506 (a) of the Federal Records Act of 1950 provides that records -- "containing adequate and proper documentation of the organization, functions, policies, decisions, procedures --" be "made and preserved".

2. The Records Retention Plan being prepared should adequately provide for the records that need to be made, however, an equal amount of attention should be given to the quality of inks and paper stocks upon which the record is created. A review of various groups of archival records here in the A&RC reveals that a percentage have been provided for by Thermo-Fax, Ditto and other media that is not satisfactory for long time retention.

3. Maybe this should be made a matter for discussion at our upcoming Spring meeting.

  
Chief

25X1A9a

~~SECRET~~

Excluded from automatic downgrading and declassification